

****CAREER OPPORTUNITY****
UNITED STATES DISTRICT COURT
DISTRICT OF SOUTH DAKOTA

POSITION: Pro Se Law Clerk (part-time, 30 hours per week)

LOCATION: Rapid City, South Dakota

SALARY: \$32,216 to \$46,722, depending on qualifications

TERM: One to two years

CLOSING DATE: Open until filled. Position open immediately.

POSITION OVERVIEW: Responsibilities of the Pro Se Law Clerk will include, but are not limited to, screening inmate habeas corpus petitions, motions, and civil rights complaints filed pursuant to 42 U.S.C. § 1983; performing research as required; and drafting recommendations and orders for the court's review.

MINIMUM QUALIFICATIONS: Applicants for this position must be law school graduates with excellent analytical, research, and writing skills, as well as proficient computer skills.

BENEFITS: Benefits include participation in the health and life insurance programs, paid holidays, and periodic salary increases. The court is not authorized to reimburse candidates for travel or moving expenses. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.

Submit cover letter, resume, law school and undergraduate transcripts, two letters of recommendation, and writing sample to:

Chief Judge Karen E. Schreier
United States District Court
515 Ninth Street, Room 318
Rapid City, SD 57701

or by email to kathy_cline@sdd.uscourts.gov. Resume should include scholastic records, class standing, activities, employment, other experiences, and references.